

How to convert a PDF to Word using OPENBOOK software available in the Adaptive Technology Lab

Use the workstation in the AT Lab on which OPENBOOK installed.

1. Open PDF
2. Click on print
3. Select: Freedom Import Printer, click ok.
4. OPENBOOK scans PDF, may take a few minutes. Page should automatically scan, if it does not, ask student at Media Development Center desk to ensure printer is connected.
4. After scan is complete OPENBOOK begins reading (aloud) the last page of the scan. Click anywhere on page to stop reading. (To go to page 1, press Ctr G.)
- 5 . Click on Save As—save the scan on your flash drive and as a Word document, by selecting Word Win 6,7,8.DOC, click Save.

To change the font size to print larger print:

1. Open your saved scan in Microsoft Word. Click on Edit, choose Select All.
2. Click on Format, font... change the font to 14.